

BURNSIDE
BALLROOM



VENUE INDUCTION BOOKLET

City of Burnside

WELCOME

Built in 1954, the Burnside Ballroom offers a spacious ground floor and mezzanine level for up to 500 guests, a charming entrance foyer, original ladies' powder rooms and gentlemen's cloak rooms, bar areas on both levels and a well-equipped ground floor kitchen. The venue also features a built-in stage and retro seating booths with tables along the eastern and western walls. Events featuring live performances and special guests may also appreciate the opportunity to book the Corner Room as a green room which is positioned behind the stage in the same precinct and easily accessible.

IMPORTANT HIRE INFORMATION

- Bring your own cleaning products such as cloths, bin liners, and cleaning solutions
- Ensure you bring any required AV connections and cables
- Clean all tables, chairs, and equipment, then return to its designated location
- Sweep and spot clean floors for spills, sticky marks and debris
- Turn off all lights, AV equipment, and air conditioners. Ensure windows and doors are closed, and all personal items are removed

- Sticky tape, nails/pins and glue are not permitted
- Helium balloons are not permitted
- Only utilise your hired space in the agreed time
- Jumping castles and similar inflatables are not permitted inside or outside the venue
- Smoke machines are not permitted

SAFETY HAZARD

Ground Floor Step Down

Please be advised there is a step down to the main floor that all hirers and guests should be aware of. Additionally, when descending from the mezzanine level via the stairs on the western side of the ballroom, extra caution should be taken to avoid any risk. Bollards can be used to mark this clearly, but hirers should make their guests aware to reduce the risk of injury.



HOUSEKEEPING

The Ballroom is a cherished state heritage listed venue and therefore we ask you to take special care during your hire. In particular, when turning on lights, please take a slow and gentle approach to avoid undue stress on the older electrical system. Additionally, we kindly remind you that the use of tape for affixing decorative items to walls or securing cords to the floor is not permitted. However, you're welcome to utilise blue tac for embellishing the venue. Cable covers are also available for your convenience in the AV Room.

Please place all rubbish in the bins provided (General Waste – **RED** / Recyclables – **YELLOW**), and at the end of your event place these rubbish bags into the outdoor bins (found in the area outside of the kitchen). You will then need to re-line the bins. If the outdoor bins are full, you are required to take any excess waste away with you.

Wipe all tables, chairs, and equipment, then return to its designated location. Sweep and spot clean floors for spills, sticky marks and debris.

Remove all personal items and equipment that you or any of your guests or contractors have brought into the venue.

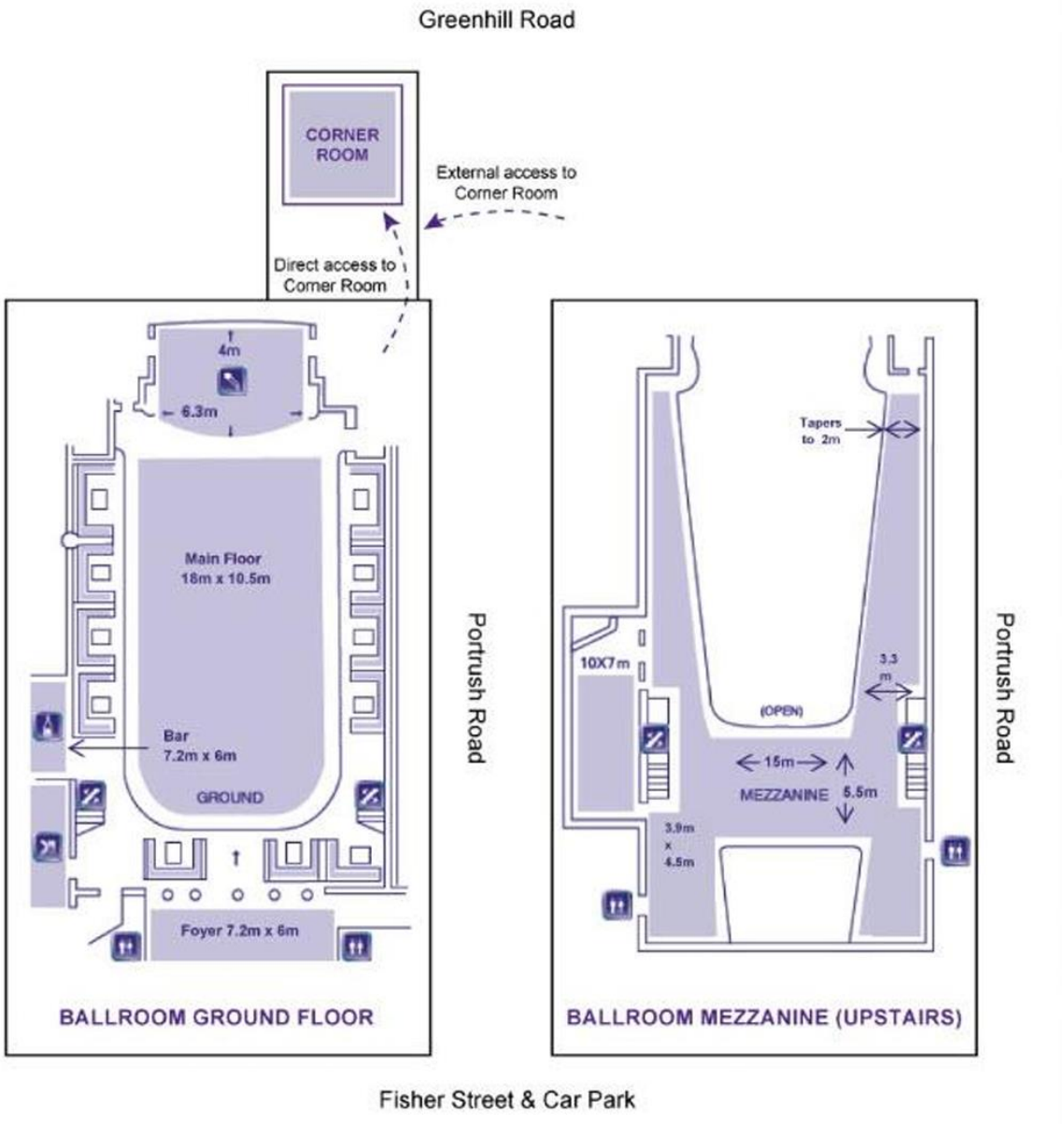
Remember to turn off all lights, air conditioners and heaters, and ensure doors are closed.

CAPACITIES AND FLOORPLAN

Please note the below capacities are a guide and will vary depending on your final floorplan and set-up.

Event Type	Max Number of Guests	Area
Dance/Cocktail Party	500	Whole Venue
Dinner and Dance	120	Ground Floor (including booths)
	220	Whole Venue
Dinner Only	200	Ground Floor (including booths)
	300	Whole Venue
General Seated	100	Booths Only
Dining	50 – 60	Booths Only
Theatre Style	300	Ground Floor (including booths)
	100	Mezzanine

	Total Floor Area	Ballroom	Mezzanine	Upstairs Bar Area	Stage
Approximate Sqm	500 sqm	189 sqm	180 sqm	70 sqm	24 sqm
Floor Surface	Wood				



ENTERING AND EXITING THE BUILDING

Entering the Building

Hirer access to the Ballroom is via the kitchen, you will first need to use your access card to pass through the staff entrance gate located to the left of the main entrance. At the gate, hold your access card over the reader located to the right, until it emits a beep. After this, the gate will unlock, allowing you to enter. Pass through the gate and down on your right will be access to the kitchen. Repeat the process with your access card, on the reader to your right.



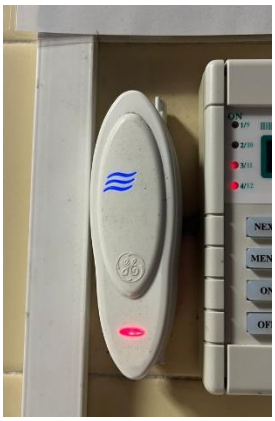




Alarm

Upon entering the kitchen and before you proceed further into the venue, you will need to assess the status of the alarm. Check the reader located to your right, and take note of the light at the bottom. If this is illuminated red, the alarm is on and will need to be disarmed. To do this, simply repeat the same process with your access card – hold it over the reader until it emits a beep. After this, the red light will disappear, and the alarm will be disarmed.


DISARMED


ARMED

The final step to securing the venue upon your exit will be to reset the alarm to armed. This is done the same way as disarming it, hold your access card over the reader until it emits a beep. After this, a red light will show at the bottom of the reader. Once this step is completed, promptly exit the venue.

Exiting the Building

It is very important to leave your hired space in the condition it was prior to your event, taking care to follow the housekeeping information (page 1) and Post Event Checklist (page 10). Most importantly, arm the alarm, and exit the building, pulling the door shut behind you. Walk back towards the gate, on the wall to your left is a green button. Press this and the gate will automatically open for you.

Drop your access card in the white mailbox located to the right of the reader you used to originally open the gate.

FURNITURE

Booths

The Ballroom has 11 booth tables of various sizes that can seat between 5-10pax each. These tables are on the ground level and cannot be moved.

Tables & Chairs

Hirers will have access to the following tables and chairs in the Ballroom:

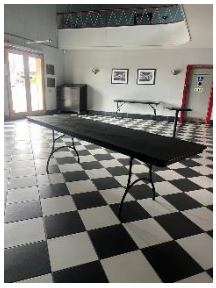
Tables

Ground Level

12 x Extra Large Black Trestle Tables (2440 x 760mm) for 8-10pax
3 x Large Beige Trestle Tables (2013 x 760mm) for 6-8 pax
5 x Standard Trestles Table (1830 x 760mm) for 6 pax

Mezzanine

20 x Retro Laminate Café Tables for 4pax





Chairs

Ground Level

200 x High Back Banquet Chairs

Mezzanine

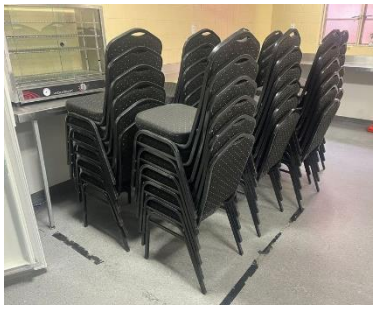
100 x Red Vinyl Retro Chairs





Tables are stored on trolleys. To set these up, wheel the trolley into position and secure the wheel breaks into the locked position. Extend the legs of the table out and pivot the table onto its legs. When packing tables away, simply wheel the trolley back into position and tip the table back onto the trolley. To prevent tipping, ensure the edge of the last table sits behind the raised lip of the trolley's front edge.

Chairs on the ground level can be found in the kitchen, along with trolleys to assist with moving them into place. Chairs must be returned to the kitchen and kept within the markings on the ground (pictured below).





Tables and chairs on the mezzanine are kept in the bar area.

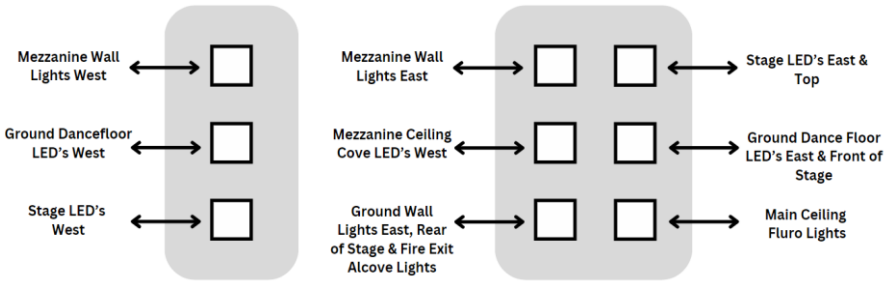
As with all furniture and surfaces, all tables and chairs must be wiped down before being returned to their designated area.

ROOM CONTROLS

Lights

Light switches for the Ballroom can be found in the AV Room, they are pictured below along with a key to show the control for each corresponding switch. A reminder that when turning on lights, to do so in slower intervals as failure to do so may result in a power outage.





Air Conditioning & Under Floor Heating

The air conditioning controls can be found in the AV Room, you must remember to switch this off prior to your exit. Turn on either the Cool, Fan or both controls, and use the third switch to set to low or high. Repeat this for each control in the areas you would like cooling. Next to this is the underfloor heating controls, press the power button on the bottom left of the screen to turn on/off.



AIR CONDITIONING



UNDER FLOOR HEATING

Main Guest Entrance Doors & Outdoor Lights

The main guest entrance is fitted with automatic doors that need to be set correctly to allow your guests to enter. To do this, locate the control to the left of the doors. Switch the setting to ON. The doors will now automatically open when someone approaches. These will need to be closed prior to departing the venue, so please ensure they are switch back to OFF at the conclusion of your event. Up and to the right of this control, you can find the switch to turn on the outdoor lights.



AUTOMATIC DOOR CONTROLS



OUTDOOR LIGHTS

KITCHEN AND BARS

Kitchen

The Ballroom is fitted with a commercial kitchen for hirers and external caterers to utilise. The equipment available to use includes an oven and cooktop, dishwasher, 100-piece pie warmer, microwave, 370L fridge and 250L freezer. All these appliances will need to be switched on upon entering the venue, and then cleaned down and switch off prior to exiting.

Whilst the above-mentioned appliances are available to use, all other catering equipment, crockery, cutlery, produce, condiments, etc. will need to be provided by the hirer.

Bars

The Ballroom is equipped with two separate bar areas, one on each level. Whilst you are welcome to use the sinks, benches, and fridges, all glassware will need to be provided. The fridges are not left running at all times; therefore, we recommend turning them on promptly upon entering the venue. Simply turn them on at the power point, no settings on the fridge need to be touched. At the end of your hire, these areas will need to be cleaned down, and the fridges turned off with the doors left slightly ajar.

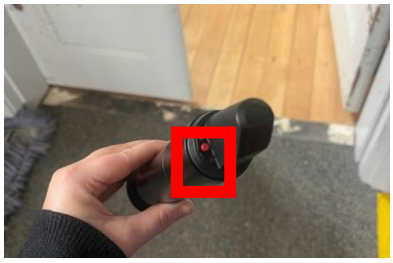
Please note no keg system or beer taps are available within the venue.

AV EQUIPMENT

PA System

The AV room is located to the right of the stage. It is equipped with 2 cordless microphones and 1 lapel microphone. A lectern and microphone stand are available on request. The Microphones are stored in a holder on the black AV cabinet. Hold down the red button on the bottom of the microphone until the screen turns on.

This system is set up with announcements in mind. Performers wishing to have greater control over their sound, or requiring more inputs are recommended to bring in their own sound equipment.



MICROPHONE
POWER BUTTON



BLUETOOTH
PAIRING BUTTON

Bluetooth Connectivity

To connect your device via Bluetooth to the Ballroom speakers, first ensure Bluetooth is turned on, on your device. Press the labelled button on the wall for 3 seconds, once it appears on your device (DN-300BR), select to pair. Use your device to control music volume, the microphone level is fixed.

Data Projector & Screen (Via Request Only)

A data projector and screen can be available via request only. The projector is on a trolley and can be rolled into the preferred location, you can then set-up the screen across from this. Press the power button on the projector to turn on. Remember to turn this off, pack up the screen and return to the AV room at the end of your hire. A reminder that all connection cables must be provided by the hirer.

Whiteboard & Partitions/Pinboards

Partitions/Pinboards are available in the Ballroom as part of your hire, a whiteboard is available via request only.

Upright Piano

The upright piano is available to hire in the Ballroom for an additional cost, it must be pre-arranged with the City of Burnside. This may require tuning which is to be organised by and at the cost of the hirer.

Floodlights

Located on the mezzanine are floodlights that hirers are welcome to use. These can be moved into the preferred place, however the hirer will need to provide any required extension cords and ensure these are secured with the provided cable covers.

Wi-Fi Connection

If you require a Wi-Fi connection, this must be pre-arranged with the City of Burnside.

CORNER ROOM

The Corner Room is a separate venue located on the ground level of the Town Hall and is suitable for small meetings or green room purposes. Access to this room may be arranged via a locked door to the rear and right of the Ballroom stage, or via an external entrance and is only available to hirers who have secured a booking for this room. An hourly hire fee applies.

The corner room covers 25sqm and includes a small kitchenette equipped with microwave, kettle and fridge. All crockery, cutlery, glassware, etc. is not provided and must be brought in by the hirer.

Hire of the Corner Room includes access to a TV, 3 flip top tables (1800 x 800mm), 1 trestle tables and 20 grey fabric chairs.

At the conclusion of your hire, you will need to wipe all surfaces, equipment, and tables down. Ensure all lights, equipment, the TV, and air conditioning have been switched off prior to exiting the venue.

EMERGENCY INFORMATION

Upon entering the building, please take note of the location of the defibrillator and make yourself familiar with the emergency action plan.

In the event of an emergency, please use the following:

000 – Police, Fire Ambulance
131 444 – Non Urgent Police Assistance
8366 4200 – Council Emergency Contact Number*

**Staff available at this number can only address emergency building concerns and maintenance, they cannot assist with general venue and AV support.*

In the event of on non– urgent equipment breakdowns and failures that will have minimal impact if any on your ability to conduct your hire or the hire of others, please report the issue to the Community Venues Team by emailing: facilitiesmail@burnside.sa.gov.au or calling 8366 4200 on the next business day.

POST EVENT CHECKLIST

Prior to departing the venue, please take the time to read through the below checklist and ensure everything relevant to your hired space has been completed.

- ☐ Turn **OFF** all lights (including outdoor lights if used), air conditioning, heating, projectors, and any other electronic equipment in the room
- ☐ Close all doors and windows
- ☐ Check the automatic guest entrance door is set to OFF
- ☐ Wipe all tables, chairs, benches, etc.
- ☐ Sweep and spot clean floors for spills, sticky marks and debris
- ☐ Remove any decorations, flyers, etc. that have been placed on the walls, doors or windows
- ☐ Remove **ALL** rubbish
- ☐ Check venue to ensure all guests have exited
- ☐ Return all furniture to its designated location
- ☐ Turn off all fridges and leave doors ajar
- ☐ Turn off all kitchen appliances
- ☐ Arm the alarm, ensuring the red light is illuminated
- ☐ Return your access card to the white mailbox outside near the gate